

I recommend your approval of the  
four attached honor and merit awards:

STATINTL

IMM -  
CIM -  
CIM -  
CIM -



John F. Blake  
Deputy Director  
for  
Administration  
13 MAY 75  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

EO-DD/A:RFZ:kmg (12 May 75)

Distribution:

Orig Blue Note - Adse w/O&2 of Ea att  
(DD/A 75-2165, -2183,  
-2209)

- 1 - DD/A Subj w/o Atts
- 1 - DD/A Chrono
- 1 - RFZ Chrono
- 1 - JFB Chrono

Atts: Above listed recommendations for  
honor and merit awards.

PERSONNEL Approved For Release 2002/02/05 : CIA-RDP77-00512R000100020057-4  
12 May 1975 DD/A ADMINISTRATIVE INSTRUCTION NO. 75-4

## SPECIAL RETIREMENT OPTIONS

1. The Directorate of Administration is still in a surplus situation requiring some personnel reductions. In order to achieve this ceiling authorization, the components of the Directorate have been authorized to offer to eligible and interested employees the opportunity to retire under special conditions through 31 July 1975.

2. The following criteria must be met by those eligible employees interested in taking advantage of the discontinued service or involuntary retirement options:

a. Civil Service Retirement System

(1) 50 years of age and have completed 20 years of creditable Federal service, or


(2) have completed 25 years of creditable Federal service, any age.

Annuities are reduced one-sixth of one per cent per month (2% per year) for each month the individual is under age 55.

b. CIA Retirement and Disability System (CIARDS)

Have completed 25 years of creditable service at any age and have ten years' CIA service and five years' qualifying service. No reduction in annuity will be made for age.

3. This retirement authority has been granted only through 31 July 1975. In view of the indications that there may be another cost-of-living increase for annuitants, employees contemplating retirement may wish to give serious consideration to the two retirement options. Eligible careerists who desire to take advantage of one of the involuntary retirement options should notify their Personnel or Career Management Officer as soon as possible to ensure that the necessary processing can be completed. STATINTL

  
John F. Blake  
Deputy Director  
for  
Administration

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